



Request for Proposals

The Developmental Disabilities Council invites proposals from individuals, agencies and educational institutions under the Developmental Disabilities Council's Grant Funds in accordance with the DD Assistance and Bill of Rights Act Amendments of 2000.

RFP Number: 1204

Issue Date: April 22, 2012

Project: The Developmental Disabilities Council will provide funding up to \$22,000 for a contractor to plan and coordinate the 2013 LIFE Conference.

Project Term: One Year

Proposal Due Date: Friday, May 11, 2012 no later than 4:30pm.

Voluntary Bidder's Conference: A voluntary bidder's conference will be held on Monday, April 30, 2012 at 1:30pm at the DDC office in Dover, DE. (see complete office address under How to Apply section)

Contractor's Scope of Services for the Project:

This RFP seeks a contractor to accomplish the following:

1. Meet monthly with the LIFE Conference Planning Committee to update them on progress made coordinating the event.
2. Contract with the selected conference site for the required registration area, breakout rooms, tables for vendors and posters, signs for the vendors, audio visual equipment requirements, continental breakfast, food and drinks for breaks and lunch for attendees.
3. Coordinate all travel and lodging arrangements for speakers.
4. Develop and have printed Save-the-Date Cards and Conference Brochures.
5. Coordinate all speaker biographies and handout requirements for the speakers.
6. Arrange for a room on the first floor for people to rest and take care of personal needs.
7. Develop a registration website and process all registrations and registration fees.
8. Actively pursue sponsors and seek funding for the Conference.
9. Actively pursue exhibitors and coordinate their attendance at the conference
10. Coordinate and obtain "give-aways" for conference attendees.
11. Develop a Conference Booklet to be given to each attendee.
12. Obtain items for door prizes.
13. Coordinate any interpreter and captioning requirements for the conference.
14. Develop and administer evaluations for each session and the conference as a whole.
15. Develop a report after the conference that includes conference statistics as directed by the Conference planning Committee.

Contractor's Administrative Requirements:

1. Submit a proposal with a detailed budget clearly specifying how you will accomplish the Contractor's Scope of Services. **Proposals must follow the format found in the Proposal Booklet under *Instructions for Application Content*** which can be found on the DD Council web site www.ddc.delaware.gov.
2. Provide consumer and stakeholder satisfaction data as specified in the contract.
3. Submit program and fiscal reports using the DD Suite System as required by the contract.
4. Provide a 40% match either in money or in-kind.



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Sustainability:

Each proposal submitted to the Developmental Disabilities Council will include a plan to sustain the project upon full expense of Council funds and completion of the contract unless otherwise directed by the Council.

PROPOSAL EVALUATION CRITERIA	PERCENT ALLOCATION	MAX POINTS
1. The proposal meets at least one objective in the State Plan.	20%	40
2. The proposal Scope of Service is clear and provides a clear plan to successfully complete the project.	10%	20
3. The proposal funding request is realistic and sufficient to successfully complete the project.	20%	40
4. The proposals time frame is sufficient to successfully complete the project.	20%	40
5. The proposals main personnel are qualified and appear capable of successfully completing the project.	10%	20
6. The proposals logistics (supplies, facilities, etc.) are realistic and sufficient to successfully complete the project.	10%	20
7. The proposal was professionally prepared and received on time.	10%	20
	- TOTAL -	- TOTAL -
	100%	200

How to Apply:

Go to the DD Council web-site at www.ddc.delaware.gov and click on Proposal Guidelines which will take you to the Preparation of Proposal Booklet or request a copy of the Proposal Booklet from the DD Council Office. When you contact us, please refer to the RFP number listed above.

Proposals can be submitted via the following:

E-mail: al.rose@state.de.us

Fax: (302) 739-2015

Mail: Developmental Disabilities Council
Margaret O'Neill Bldg. 2nd Floor
410 Federal Street, Suite 2
Dover, DE 19901

When mailing proposals please provide ten (10) copies. If you have any questions or require further information, please call Al Rose at the DD Council office (302) 739-3333.